

Communications Specialist

The Tulane University Biodiversity Research Institute (TUBRI) is a research center of Tulane's School of Science and Engineering, located on the grounds of the F. Edward Hebert Research Center in Belle Chasse, Louisiana, a suburb of New Orleans. TUBRI houses the Royal D. Suttkus Fish Collection and specializes in biodiversity discovery (primarily fishes) and biodiversity informatics research. Henry L. Bart, Jr., Professor of Ecology and Evolutionary Biology serves as TUBRI Director and Yasin Bakış is Senior Manager of Biodiversity Informatics and Data Engineering for the center.

FishNet 2 is an established global network of institutional ichthyological collection databases hosted by TUBRI. In addition to serving the needs of researchers for global data on ichthyological specimens, we serve the needs of our provider network for publishing and accessing their data, statistics on use of their data, and attribution for their contributions of data to the scientific research enterprise. We are updating the operating system, database, cyperinfrastructure for the network, and expanding the number of data providers with support from a recent grant. We are also creating a FishNet 2 Steering Committee (FN2-SC) and a separate Testing and Advisory Group (FN2-T&AG) to advise us about research opportunities involving FishNet 2 data.

An information coordinator is sought to handle communications with data providers, the research community and members of the FN2-T&AG and FN2-SC. The position responsibilities include publicizing the progress and accomplishments of the project, help project personal with writing and editing project reports, monitoring the progress of completion project tasks. See below for full list of responsibilities.

The successful candidate will perform the following tasks under the supervision of Bart and Bakış.

1. Managing information exchange among project personal, the FN2-T&AG and FN2-SC committees via team communication platforms, email, text messages, social media, etc.
2. Searching for relevant information on the web, in books, scientific literature, and sharing the information with project personal
3. Writing, editing and language checking of project reports and other documents
4. Keeping track of submission processes for project related scientific publications, funding opportunities, grant solicitations and deadlines
5. Dissemination of project information to scientific communities and the general public
6. Other duties as requested or required whether or not specifically mentioned in this job description

REQUIRED EDUCATION AND EXPERIENCE:

1. College degree (Associates or Bahelors) in Biology, Computational Biology, Biodiversity Informatics, Bioinformatics, Biomedical Engineering, Computer Science, Information Sciences, Communications, Journalism or a related field
2. Must be native speaker of english language and perfect speaking and writing skills

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:

1. Working knowledge of following office programs, Microsoft Office Word, Excel, PowerPoint
2. Proven experience of published media (articles, books, blogs etc.)
3. Working knowledge of social media content management/production

PREFERRED QUALIFICATIONS:

1. Technical writing certification
2. MSc in Biology, Computational Biology, Biodiversity Informatics, Bioinformatics, Biomedical Engineering, Computer Science, Information Sciences, Communications, Journalism or a related field
3. Prior experience with biological research projects
4. Experience in any programming language
5. Knowledge of fish biology
6. Working knowledge of following office programs, Microsoft Office Project, Outlook, To Do, Planner

Other requirement for the position

- Candidate should be able to travel
- Strong communication and interpersonal skills
- Start date February 1st, 2022

The project is in progress, and the position is available as early as February 2022.

For additional information, please contact Henry Bart (hbartjr@tulane.edu) and Yasin Bakış (ybakis@tulane.edu).

Register for an account to apply here: <https://jobs.tulane.edu/position/IRC22742>